

### 13. BASIC FUNCTION OF POSITION

Employee serves as the political assistant and office manager for the Department of State Representative at a Provincial Reconstruction Team (PRT). Employee serves as interpreter and coordinator for local political contacts. Duties also include office management, scheduling, maintenance of a biographical information and contact information database, tracking of local media, and note taking/reporting for events the DOS Rep cannot attend. Preferred candidate will have access to a vehicles to act as a currier and driver if needed.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

Pashto to English and English to Pashto language interpretation/translation:	40%
Office management, scheduling:	25%
Written and telephonic correspondence and development of local political contacts:	25%
Tracking of local media and reporting on area events	5%